

☐ NE**CLASSIFICATION AND
PERFORMANCE MANAGEMENT RECORD**☐ I/A: _____

MR# _____

IP# _____

- Performance Plan
- Performance Appraisal
- Performance Recognition
- Progress Review
- Position Description

Employee's Name: John Smith Social Security No.: 123-45-678Position Title: International Trade SpecialistPay Plan, Series, Grade/Step: Gs 1140 12/05Organization: 1. ITA 4. Office of XX2. Assistant Secretary for XX 5. _____3. DAS for X 6. _____Rating Period: October 1, 1999 thru September 30, 2000Covered By: ☐ Senior Executive Service ☐ Performance Management and Recognition System☒ General Workforce ☐ Other _____**PART A - POSITION DESCRIPTION**

POSITION CERTIFICATION - I certify that this is an accurate statement of the major duties and responsibilities of the position and its organization relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violation of such statute or their implementing regulations.

SUPERVISOR'S SIGNATURE	DATE	SECOND LEVEL SUPERVISOR	DATE
James K. Jones		Mary Roberts-Lee	

**CLASSIFICATION
CERTIFICATION**

OFFICIAL TITLE:

PP:

SERIES:

FUNC:

GRADE:

I/A: ☒ YES☐ NO

I certify that this position has been classified as required by Title 5, US Code, in conformance with standard published by the OPM or, if not published standard applies directly, consistently with the most applicable published standards.

NAME AND TITLE OF CLASSIFIER	SIGNATURE	DATE

PART B - PERFORMANCE PLAN

This plan is an accurate statement of the work that will be the basis of the employee's performance appraisal.

NAME AND TITLE OF FIRST LINE SUPERVISOR/RATING OFFICIAL	SIGNATURE	DATE
James K. Jones, Office of XX		

APPROVAL - I agree with the certification of the position description and approve the performance plan.

NAME AND TITLE OF APPROVING OFFICIAL OR SES APPOINTING AUTHORITY	SIGNATURE	DATE
Mary Roberts-Lee, DAS for XX		

EMPLOYEE ACKNOWLEDGEMENT - My signature acknowledges discussion of the position description and receipt of the plan, and does not necessarily signify agreement.

SIGNATURE	DATE

PRIVACY ACT STATEMENT - Disclosure of your social security number on this form is voluntary. The number is linked with your name in the official personnel records system to ensure unique identification of your records. The social security number will be used solely to ensure accurate entry of your performance rating into the automated record system.

B. KEY DATA					
1. FUNCTION (1)	2. DEPT CD/AGCY-BUR-CD (4)	3. SON (4)	4. MR NO. (6)	5. GRADE (2)	6. IP NO (8)
A/CD/I/R					

1. PAY PLAN (2)			2. OCC SER (4)		3. OCC FUNC CD (2)		4. OFF TLE-PF/CD/SF PFIX TITLE CD SFIX			5. OFF TITLE (38) (32 W/ PF OR SF) (26 W/ PF AND SF)					
6. HQ/FLD CD (1) 1=HQ 2=FLD		7. SUPV CD (1) 1=SUPV GSSG 5=MGT CSRA 3=MGR GSSG 6=LDR LLEG 4=SUPV CSRA 8=ALL OTHERS				8. CLASS STD CD (1) X=NEW STD BLANK=N/A			9. INTERDIS CD (1) N=NO Y=INTERDIS			10. DT CLASS (6) MO DAY YEAR			
11. EARLY RET. CD. (1) 1=PRIMARY 3=FOREIGN SVC 2=SECONDARY BLANK			12. INACT/ACT (1) A=ACTIVE I=INACTIVE			13. DT ABOL (6) MO DAY YEA R			14. DT INACT/REACT (6) MO DAY YEAR			15. AGCY. USE (10)			
16. INTERDIS.SERIES (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)															
17. INTERDIS-PF/CD/SF (5) (32 W/ PF OR SF) (26 W/ PF AND SF) (6) (6) (6) (6) (6) (6) (6) (6) (6) (6) (6) (6) (6) (6) (6)															

1. FLSA (1) E=EXEMPT N=NONEXEMP T		2. FIN DS (1) 0=NONE 3=SF-278 4=SF-450		3. POS SCHED (1) A=SCH A B=SCH B C=SCH C		4. POS. SENS. (1) 1=LOW RISK 2=NONCRIT/SENS N=NON-ADP 3=CRIT/SENS 4=SPECIAL SENS 5=MOD RISK 6=HIGH RISK		4A. DRUG TS (1)							
6. WK TITLE CD (4)		7. WK TITLE CD(38)						5. COMP LVL (4)							
8. ORG. STR. CD (18) (1st) (2nd) (3rd) (4th) (5th) (6th) (7th) (8th)								9. VAC. REV. CD (1) 0=POSN ACTION NO VACANCY A=NO CHANGE B=LOWER GRADE C=HIGHER GRADE D=DIFFERENT TITLE AND/OR SERIES E=NEW POSN/NEW FTE							
10. TARGET GRADE (2))		11. LANG REQ (2)		12. PROJ DUTY IND. (1) BLANK=N/A		13. DUTY STATION (9) ST (2) CITY (4) CNTY (3)		14. BUS CD (4)		15. DT LST AUDIT (6) MO DAY YEAR		16. PAS IND/LEO (1) BLANK=N/A 1=PAS A=LEO		17. DATE-EST (6) MO DAY YEAR	
18. GRADE BASIS IND (1) 1=REV WHEN VACANT GUIDE 2=IMPACT OF PERSON 4=SUP/PROGRAM 5=RGE 7=EQUIP DEV						19. DT REQUEST REC'D (4) MO DAY YEAR		20. NTE. DATE (6) MO DAY YEAR		21. POS ST BUD (1) Y=PERM N=OTHER					
22. MAINT. REV./CLASS. ACT. CD. (2) (1st DIGIT=ACTIVITY AND 2ND DIGIT=RESULTS)) ACTIVITY 1= AUDIT (COUNTED TOWARDS MAINTENANCE REVIEW) 2= OTHER ACTIVITY RESULTS 1= NO ACTION REQUIRED 2= MINOR PD CHANGE 3= NEW PD REQUIRED 4= TITLE CHANGE 5= SERIES CHANGE 6= POSN UPGRADE 7= POSN DOWNGRADE 8= NEW POSN 9= OTHER															
23. DATE EMP ASGN (6) MO DAY YEAR			24. DATE ABOL (6) MO DAY YEAR			25. INACT/ACT (1) A=ACTIVE I=INACTIVE		26. DATE INACT/REACT (6) MO DAY YEAR		27. ACCTG STAT (4)		28. INTASGN SER (4)		29. AGENCY USE (8)	
30. PERSONNEL MANAGEMENT SPECIALIST'S SIGNATURE								31. DATE							

32. REMARKS